



DEPARTMENT OF WATER RESOURCES EXAMINATION ANNOUNCEMENT



The Department of Water Resources is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

DIGITAL PRINT OPERATOR I DEPARTMENTAL PROMOTIONAL SPOT SACRAMENTO COUNTY

FINAL FILING DATE	March 25, 2015				
	Application forms (STD 678 Rev. 10/2013) AND the Supplemental Applications must be POSTMARKED or submitted in person no later than the final filing date. Applications and Supplemental Items postmarked or submitted in person after the final filing date will not be accepted for any reason . FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.				
WHO SHOULD APPLY	<p>Applicants must have a permanent civil service appointment with the Department of Water Resources by the final filing date; or</p> <p>Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991. Persons applying using Veteran's experience must submit a copy of their DD214 along with their Standard Application (STD 678 Rev. 10/2013).</p>				
HOW TO APPLY	<p>Examination Applications (STD 678 Rev. 10/2013) and Supplemental Applications must be mailed or submitted in person by the final filing date to:</p> <table><tr><td>MAILING ADDRESS:</td><td>SUBMIT IN PERSON:</td></tr><tr><td>Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</td><td>Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814</td></tr></table> <p>DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, the California Department of Human Resources (CalHR), and their website: www.jobs.ca.gov.</p>	MAILING ADDRESS:	SUBMIT IN PERSON:	Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001	Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Examination Application". You will be contacted to make specific arrangements.				
SALARY RANGE	\$2659 – 3329				
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.				
EXAMINATION DATES	The entire examination will consist of a Supplemental Application, weighted 100%. It is anticipated that Supplemental Applications will be reviewed during March/April 2015.				
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the minimum qualifications for this examination by the final filing date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p style="text-align: center;">Either I</p> <p>In the California state service, one year of experience equivalent to an Office Assistant (General) or Bookbinder I.</p> <p style="text-align: center;">Or II</p> <p>Two years of experience performing general clerical duties that include operation of general office equipment including but not limited to photocopiers, laser printers, and word processing equipment.</p>				
POSITION DESCRIPTION	<p>This is the entry and first journey level in the series. Under general supervision, incumbents perform a variety of complex tasks associated with completing high-speed duplication and/or digital printing work. This work includes entering commands into the equipment being operated, performing the less complex digital manipulations needed to prepare the printing job, and performing the finishing tasks associated with the assigned printing jobs.</p> <p><i>Positions exist in Sacramento with the Department of Water Resources.</i></p>				

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

DIGITAL PRINT OPERATOR I DEPARTMENTAL PROMOTIONAL		BULLETIN RELEASE DATE: March 11, 2015 FINAL FILING DATE: March 25, 2015	
EXAMINATION INFORMATION	<p>This examination will consist of a Supplemental Application- Weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.</p> <p style="text-align: center;">Supplemental Application – Weighted 100%</p> <p>Each applicant must complete and submit his/her responses to the Supplemental Items according to the Guidelines below <u>by the final file date of March 25, 2015</u>. Applications received <u>without</u> the Supplemental Application will be eliminated from the examination process.</p> <p><u>GUIDELINES FOR RESPONDING TO THE SUPPLEMENTAL ITEMS:</u></p> <p>When responding to the Supplemental Items, please follow the guidelines below:</p> <ul style="list-style-type: none">• Your responses must be typewritten or generated by computer on 8 ½” x 11” paper.• Your responses must be typed in 12 point Arial font.• Put the examination title and last six digits of your social security number at the top of each page (Do not put your name).• Make sure your responses are complete, specific, clear and concise.• Answer each item separately and indicate the corresponding number for each response.• Each response will be independently evaluated; therefore, it is important to provide a complete response to each question. <p>NOTE: Resumes, letters and other material WILL NOT be evaluated or considered as responses to the Supplemental Items.</p> <p style="text-align: center;"><u>SUPPLEMENTAL ITEMS</u></p> <p><u>Question #1</u> Describe your prior and current work experience, education, and training that you believe are most relevant to the Digital Print Operator I classification as it relates to the Scope of Examination set forth in the Examination Announcement.</p> <p><u>Question #2</u> As a Digital Print Operator I at the Department of Water Resources, you will be required to lift up to 50 pounds and to stand for up to 8 hours per day.</p> <ol style="list-style-type: none">1) Can you lift up to 50 pounds? Describe your experience in lifting 50 pound items.2) Can you stand for up to 8 hours per day? Describe your experience in standing for long periods of time.3) Describe the proper way to lift various size boxes weighing 10 to 50 pounds from the floor without injuring yourself. In addition, describe the proper way to deliver these boxes to another location and to place them on shelves or tables. <p><u>Question #3</u> As a Digital Print Operator I, you will need to interact with all levels of staff, from entry level to upper management.</p> <p>Describe your work-related experience interacting with all levels of staff and management personnel. The experience you provide should include the purpose of the interaction, methods of communication (e.g. in person, phone, email, etc.) and the outcomes.</p>		
SCOPE OF EXAMINATION	<p>In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the supplemental items will be on measuring competitively, relative to job demands, each competitor’s:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Principles and procedures used to operate high-speed or digital print equipment.2. Papers and tools used in high-speed print duplication.3. Record-keeping practices, supply inventory, and requisition processes.4. Basic electronics and computer commands used to operate digital print equipment.5. Safety requirements applied in the operation of large equipment.6. Industrial workplace safety practices. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Operate digital print equipment.2. Perform minor repairs.3. Prepare job for shipment.4. Follow oral and written instructions used to complete printing jobs.5. Organize, prioritize, schedule, and structure multiple work tasks in order to optimize efficient use of print capabilities.6. Identify minor problems with print jobs or equipment and make corrections.7. Take measurements using fractions and apply basic mathematical functions (addition, subtraction, multiplication, and division).8. Set up and operate various types of finishing equipment including hydraulic drills, cutters, heavy-duty stitchers, and comb binding machines.9. Interact effectively and courteously with all levels of personnel, customers, vendors, and other parties.10. Move and/or lift up to 50 pounds.11. Stand for long periods of time.		
SPECIAL PERSONAL CHARACTERISTICS	Flexibility to adapt to changing work priorities; willingness to work in a noisy environment; and willingness to work nights and overtime. May require color vision sufficient to perform essential functions of jobs involving color printing.		
ADDITIONAL DESIRABLE QUALIFICATIONS	Graduation from high school or its equivalent.		
CAREER CREDITS	Career Credits are not granted in promotional examinations.		
VETERANS PREFERENCE	Veterans Preference will not be granted in this examination.		

GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838, three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, the California Department of Human Resources (CalHR), and their website: www.jobs.ca.gov.

If you meet the requirements stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. **California Relay Telephone Service** for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

For information regarding this examination, please contact Claire Chung (916) 653-3910.